



NOTARY PROCESS

NEW APPOINTMENT

REAPPOINTMENT

New Appointment Requests

1. Staff's supervisor submits request for staff to become a notary via email to Shelly Coverdale (Shelly.Coverdale@ks.gov) and Cc Tina Lewis (Tina.Lewis@ks.gov)
2. Supervisor will refer staff to the Secretary of State website <https://sos.kansas.gov/filing-center/notary-forms/> to download the most recent NO – Notary Public Appointment form, sometimes referred to as NO 62-01.
3. Staff member completes the NO and **MAILS** (no email) or hand delivers to Shelly Coverdale. (The form must have a "wet" signature. Faxes and Emailed forms will not be accepted.)
4. Shelly orders notary seal/stamp.
5. Staff receives letter from Secretary of State's office when notary application has been approved.
6. Staff email copy of approval letter to Shelly and Cc Procurement.kdads@ks.gov.
7. Shelly mails seal/stamp to staff after approval letter is received.

Reappointment Requests

1. At least 60 days prior to renewal date, staff's supervisor emails Shelly Coverdale (Shelly.Coverdale@ks.gov) and Cc Tina Lewis (Tina.Lewis@ks.gov) that staff's notary appointment needs renewed.
2. Supervisor will refer staff to the Secretary of State website <https://sos.kansas.gov/filing-center/notary-forms/> to download the most recent NO – Notary Public Appointment form, sometimes referred to as NO 62-01.
3. Staff member completes the NO and **MAILS** (no email) or hand delivers to Shelly Coverdale. (The form must have a "wet" signature. Faxes and Emailed forms will not be accepted.)
4. Staff receives letter from Secretary of State's office when notary renewal application has been approved.
5. Staff email copy of approval letter to Shelly and Cc Procurement.kdads@ks.gov.